

Instructions for MACs Logging into the Program School Year 2005-2006

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Security

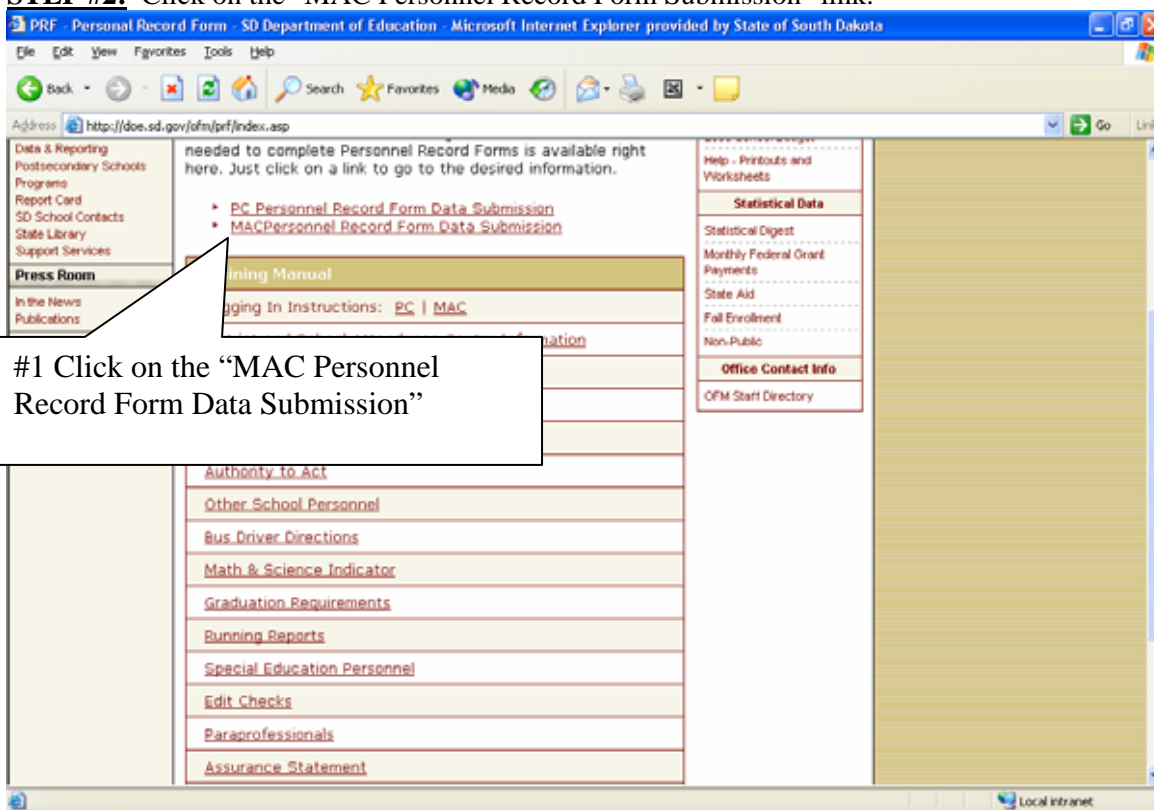
BIT secures the state Internet infrastructure, which includes networks, routers, servers or other resources owned, by South Dakota. Security of the infrastructure is achieved through the use of security policies, administrative policy and technical solutions. Our technical solutions include firewalls, intrusion detection systems, logging devices, and authentication mechanisms.

Applications running Citrix have encryption to secure the data. Websites involved in stateapps.state.sd.us use https to encrypt the login of users and the information they view. When a Citrix session is initiated encryption built into that software is used to secure application data over the DDN.

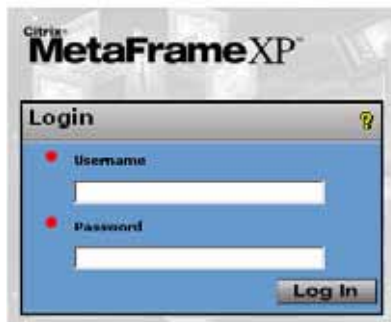
Logging In

STEP#1: Access the following web-site for submitting your Personnel Record Form (PRF) data.
<http://doe.sd.gov/ofm/prf/index.asp>

STEP #2: Click on the "MAC Personnel Record Form Submission" link.



STEP #3: It will take you to the URL: <https://csg.sd.gov> -- Enter your username and password. When you log-in using a MAC you will not be required to assign the password of your choice. If you did not keep track of the password you used last year, please send an email to Debbie.Lancaster@state.sd.us



Welcome

Please log in

To log in to the application portal, enter your credentials and click Log In.

If you do not know your login information, please contact your help desk or system administrator.

MetaFrame XP Message Center

The MetaFrame XP Message Center displays any informational or error messages that may occur.



STEP #4: If you receive the error message: “Error: The credential supplied were invalid. Please try again.”. You have either encoded your login id or password incorrectly.



Welcome

Please log in

To log in to the application portal, enter your credentials and click Log In.

If you do not know your login information, please contact your help desk or system administrator.

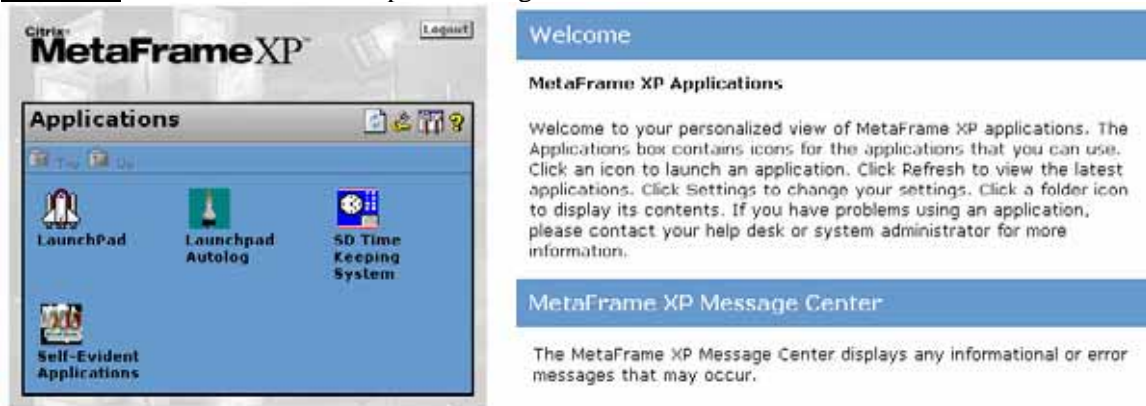
MetaFrame XP Message Center

The MetaFrame XP Message Center displays any informational or error messages that may occur.

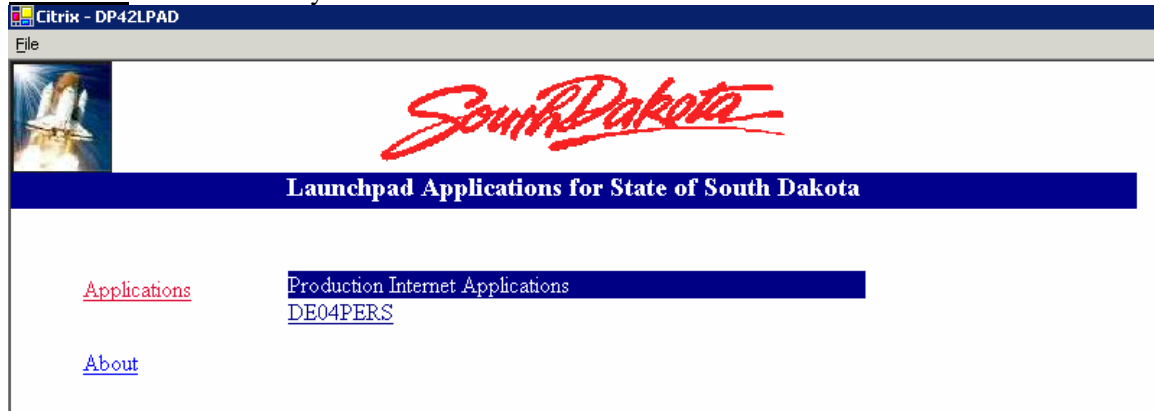
 **ERROR:** The credentials supplied were invalid. Please try again.



STEP #5: Click on the “Launchpad Autolog”.



STEP #6: It should take you to this screen and click on “DE04PERS”.



If you need assistance with logging in please contact Debbie Lancaster either by phone (605) 773-7109 or by email at Debbie.Lancaster@state.sd.us

Logging Off

STEP #1: Be sure you have saved ALL your data before you log off!!

